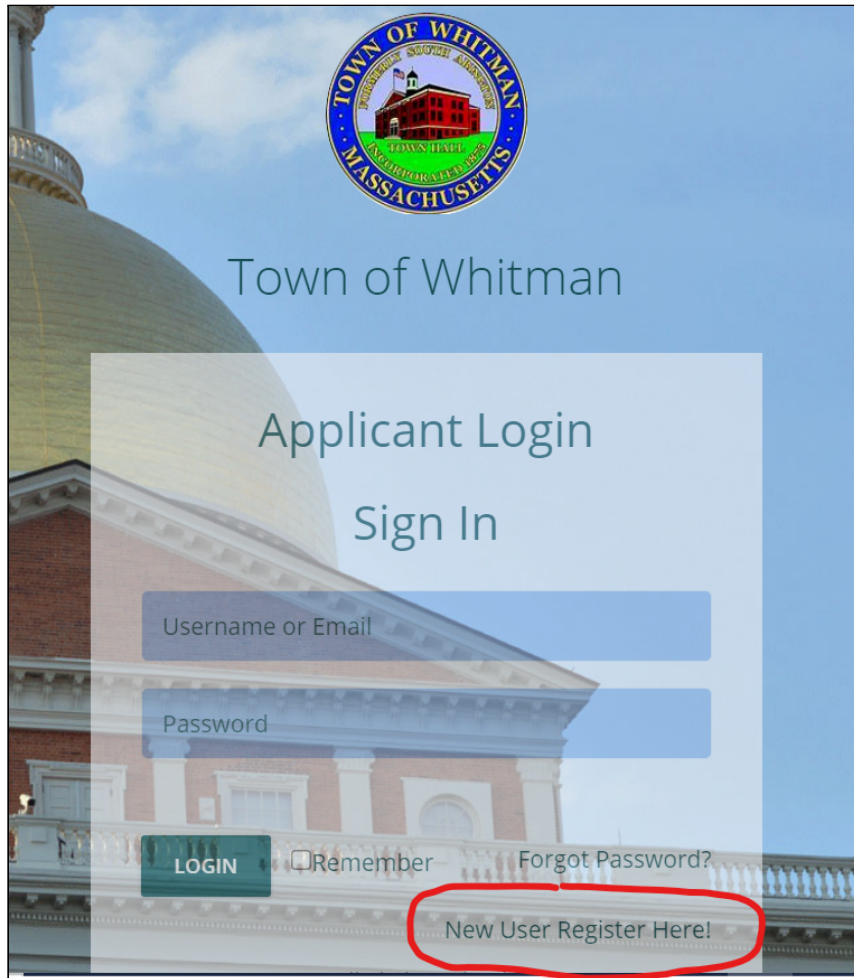


IMPORTANT!! Check your Online Permitting Home Page often for status updates, fees and chats

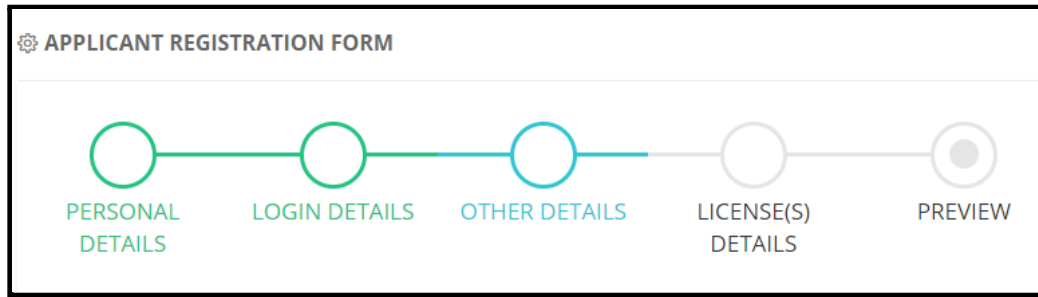
Open a web browser to connect to the [Applicant Login Sign In](#) website, as shown below.
(Google Chrome and Mozilla Firefox are the recommended browsers for accessing PermitEyes)
DO NOT USE INTERNET EXPLORER.

<https://permiteyes.us/whitman/loginuser.php>





Create a new user account by clicking on the link [New User Register Here!](#)

Follow the steps by providing your relevant profile information on the Applicant Registration Form.
In your user profile, you can save your applicant and establishment information. This will allow the program to pre-fill your details saved from your profile onto any new application forms, saving time in the future. Please keep in mind that registering your user profile is NOT the same as submitting a new Application.



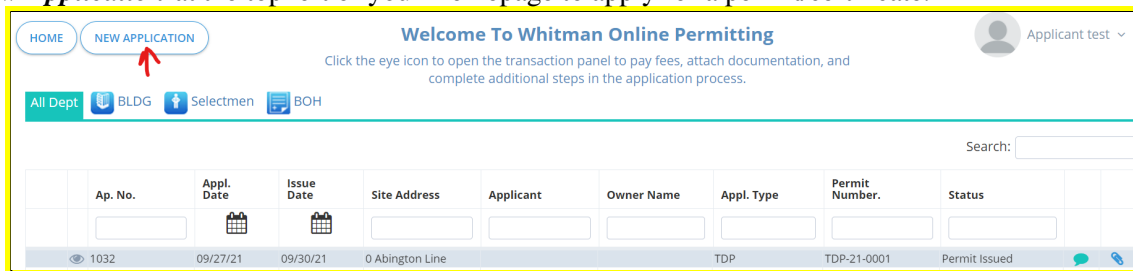
Once account registration is confirmed, log into Permiteyes with your username / password credentials, then click onto **NEW APPLICATION** and select the respective **Department Licenses & Permits**. When your Application is submitted, you may attach required / checklist documentation using the

PAPERCLIP  icon.

Click on the "eye" () icon to view the status of your permit application. Town Staff may use the “chat” feature for any questions or to let you know if additional information or documents need to be uploaded. You can chat back by clicking on the chat bubble icon ().

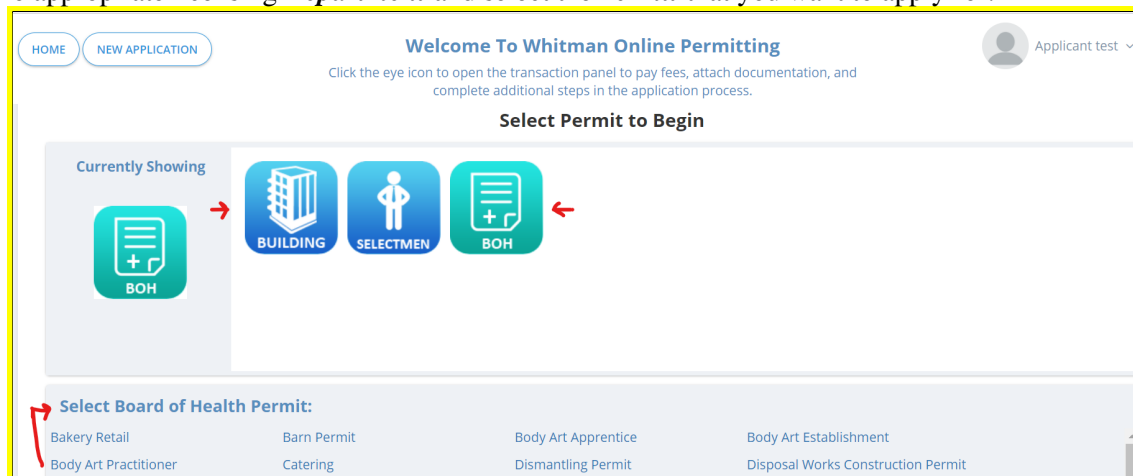
New Application

Click on **New Application** at the top left of your Homepage to apply for a permit/certificate.



Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number	Status
1032	09/27/21	09/30/21	0 Abington Line			TDP	TDP-21-0001	Permit Issued

Click onto the appropriate licensing **Department** and select the **Permit** that you want to apply for:

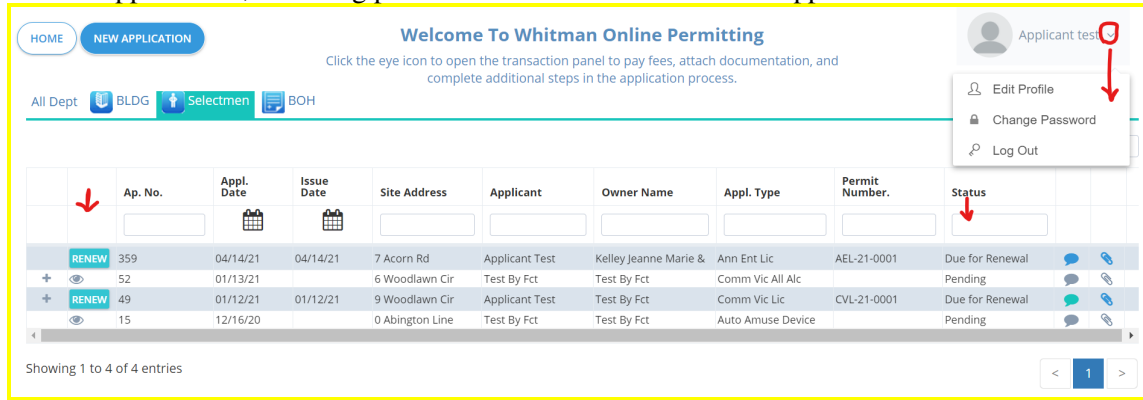


Select Board of Health Permit:

- Bakery Retail
- Barn Permit
- Body Art Apprentice
- Body Art Establishment
- Body Art Practitioner
- Catering
- Dismantling Permit
- Disposal Works Construction Permit

Homepage

Shows all submitted applications, including permit details and the status of the application.



Edit Profile


Click onto the applicant name at the top right corner to edit/update any profile information submitted during registration.

Change Password

A registered user can change their password.

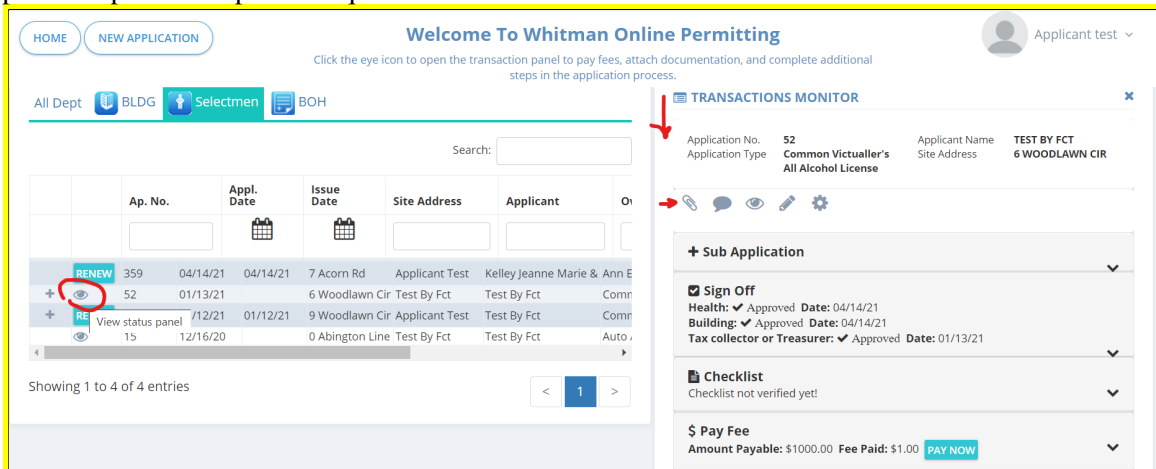
Log Out


Click to exit the online permitting program.

Click on the **eye**  icon to view the status panel. This will open up the Transactions Monitor outlining the process flow of the submitted application.


Transactions Monitor



Status of application process & permit requirements.




Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.

Click on the **chat**  icon to send an instant message communication between the applicant and Town Hall admin.

Click on the **pencil**  icon to edit the application form.

Click on the **arrowhead**  /  icon to expand/collapse the details of each transactional workflow.

Once the application fee is calculated, click on the **PAY NOW**  button to make an online payment transaction. An online payment transaction interface will open and clicking on the submit button will redirect you to the banking portal to complete your online payment.


Online Payment Transaction Interface

Application Id: 41171

Customer Name: Applicant Test

Location: 0 A ST

Permit: Food Establishment


No.	Amount	Action	Pay Fee
1	\$10.00	VIEW	

Amount: \$10.00

UNIPAY

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Cart

Description	Price	Qty	Total	Remove
Permits	\$30.00	1	\$30.00	

Total: \$30.00

Accepted Payment Types and Applicable Fees

Check	Credit	Debit	Credit	Debit	Credit	Debit
\$0.25	\$2.50	\$2.50	\$3.95	\$2.50	\$2.50	\$2.50

[Checkout](#)

Otherwise, use the **chat**  function to contact the Town Hall about alternative methods of payment (ie. cash, check, etc.).

Explanation of column headers located on the Homepage




[HOME](#)
[NEW APPLICATION](#)

Welcome To Whitman Online Permitting

Click the eye icon to open the transaction panel to pay fees, attach documentation, and complete additional steps in the application process.

[All Dept](#)
[BLDG](#)
[Selectmen](#)
[BOH](#)

Search:

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 1032	09/27/21	09/30/21	0 Abington Line			TDP	TDP-21-0001	Permit Issued

Ap. No) Auto-generated # sequentially assigned when application is submitted. This is a searchable field by inputting into the open text box field.

Appl. Date) Displays the date that the application was submitted. Click onto the calendar icon to specify a date range.

Issue Date) Displays the date that the permit was issued. Click onto the calendar icon to specify a date range.

Site Address) Displays the Establishment address that was submitted on the application. This is a searchable field by inputting into the open text box field.


Applicant) Displays the Applicant's Name submitted on the application form. This is a searchable field by inputting into the open text box field.


Owner Name) Displays the Property Owner Name of the Establishment. This is a searchable field by inputting into the open text box field.

Appl. Type) The abbreviated code for the type of permit you applied for. Hover over the abbreviation to see the full description of the named permit application.

Permit Number) A permit number will be displayed in this column when the permit is issued.

Status) The current status of your application will be displayed in this column. This is a searchable field by inputting into the open text box field.

Click on the **chat**  icon to send an instant message communication between the applicant and Town Hall admin.

Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.